

3213 - SENIOR PLANNER

NATURE OF WORK

This is intermediate level professional planning work in the City's Planning, Design, and Historic Preservation Services Department.

Employees in the classification perform a variety of analytical tasks. Work involves: assistance in the development and management of a computerized urban information management systems; statistical analysis of demographic, socio-economic, land use, and zoning issues; assistance in the preparation of the City's Capital Improvement Program, the City's comprehensive plan, and other long range plans. Incumbents are also required to perform special studies and other duties as required.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

Prepares long-range planning studies, including any of the following duties: statistical analysis of demographic, socio-economic, land use and zoning issues; neighborhood studies; amendments, revisions, and updates to the Year 2000 Comprehensive Plan, including those required under State Comprehensive Plan Legislation; Capital Improvement Program Coordination and Management.

May serve as staff to the Design Review Board, the Planning Board or the Zoning Board, duties include the review of plans and/or applications submitted for approval, public contact with applicants, prepare and make presentations at meetings, and attend all meetings, organize and staff workshop and special meetings, research and compose Resolutions, Appeals, Special Reports, and Commission Memos.

Coordinates, develops, and presents graphical and other support materials at/for meetings and public hearings.

Reviews and approves or disapproves plans for building permits and other applications and certificates (such as Beer, Wine and Liquor, Certificates of Use, etc.).

Calculates and collects parking impact fees for new projects.

Reviews inquiries from other agencies and the general public; researches problems raised and prepares replies.

Performs site inspections as needed.

Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES

Extensive knowledge of the principles, methods, and practices of urban planning.

Considerable knowledge of recent developments, current literature, and sources of information regarding city and urban planning.

3213 - SENIOR PLANNER

Considerable knowledge of economics, public finance, and sociology, as it applies to urban planning.

Considerable knowledge of public administration with particular reference to city administration and management.

Considerable knowledge of research techniques and procedures, and statistical methods.

Knowledge of computer information systems, including micro computers with spreadsheet and database programs.

Some knowledge of the principles and practices of Civil Engineering and Architecture.

Ability to read architectural plans.

Ability to organize and analyze information and formulate substantive recommendations thereon. Ability to make effective presentations in a group or individual setting.

Ability to communicate effectively, both verbally and in writing.

Ability to coordinate work of support, technical, and administrative personnel.

Ability to establish and maintain effective working relationships with fellow employees, supervisors, outside agencies, and the general public.

MINIMUM REQUIREMENTS

Graduation from an accredited college or university with a Master's degree in planning, or a closely related field, and three years full-time paid experience as a planner in three or more of the following areas: research and statistical analysis zoning and general city planning activities, economic development and housing analysis computer information systems, public finance and capital improvement planning and programming, long range and neighborhood planning; or a Bachelor's degree in planning, or a closely related field, and four years full-time paid experience as a planner in three or more of the above cited areas. Experience can substitute for education on a year-for-year basis.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, some crawling, reaching, and handling, sitting, standing, pushing, and pulling. Must be able to drive an automobile and perform on-site inspections at locations which may not be accessible to the physically handicapped.

SUPERVISION RECEIVED

3213 - SENIOR PLANNER

General and specific assignments are received from and reviewed by an administrative superior; work is performed with little direct supervision and wide latitude for use of independent judgment. Work is reviewed for conformity with professional, administrative and departmental policies and practices.

SUPERVISION EXERCISED

May direct planners, technical and/or clerical employees in the preparation of assigned work.

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